

NYK LINEVessel Schedules Application

User Guide

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Proprietary and Confidential

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Purpose of the Guide

NYK's Internet **VESSEL SCHEDULES APPLICATION** provides dynamic point-to-point schedules and routings for scheduling a shipment. There are many advantages and features offered to our customers by the **VESSEL SCHEDULES APPLICATION**, including:

- Select point-to-point schedules and routings to schedule a shipment
- Select the city of origin and destination to view and select available schedules
- Select departure date to view and select available schedules
- Filter available schedules by Service Line
- View pertinent schedule information: service line, departure date and arrival date, vessel/voyage and transit time.
- Initiate a booking from this application
- Search for Schedules by a Port name.
- Search for Schedules by a Vessel name.

Browser Settings

The **VESSEL SCHEDULES APPLICATION** supports the Internet Explorer 6.0 and above:

For viewing the **VESSEL SCHEDULES APPLICATION**, the recommended text size should be Medium Size.

To change this setting:

- 1. Go to your browser tool bar.
- 2. Choose the "View" pull-down, and select "Text Size"
- 3. In the "Text Size" list select "Medium"

Vessel Schedules Application Procedures

The following procedures are outlined for obtaining schedules information from the **VESSEL SCHEDULES APPLICATION**:

- Access the VESSEL SCHEDULES APPLICATION
- Route Search
- Vessel Schedule Search
- Vessel Schedule Security Page
- Vessel Schedule Summary
- Vessel Schedule Details
- Vessel Request
- Using Help
- Vessel Search
- Port Search

Global Home Page

This is the first page the user sees when they enter the NYK Line Internet address. It is accessible from the Extranet (secured customer access to NYK Line networks) or the Internet (unsecured public access). Any user who knows this Internet address (www.nykline.com) can access this page.

The *Global Home* page provides links to NYK group information and customer services, as well as NYK press releases. Some links presented on the home page point to public (unsecured) or customer (secured) pages. Any user can view unsecured pages. Links to e-commerce applications require a previously assigned customer log on and password in order to view the pages used for that application.

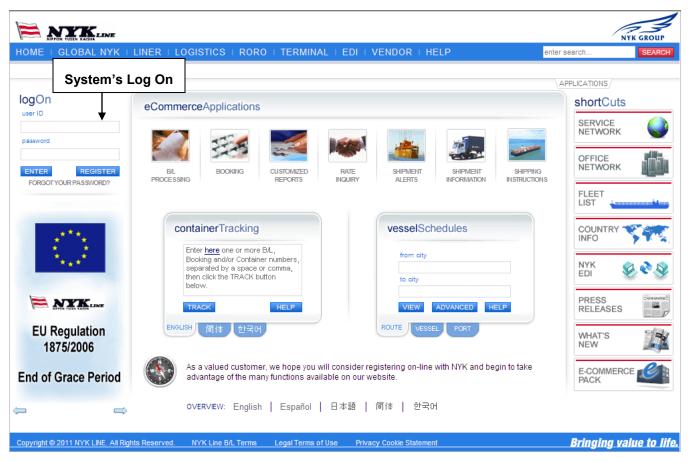


Image 01 - NYK Global Home Page

1. To access the secure part of **VESSEL SCHEDULES APPLICATION**, customers must enter their 'User ID' and 'Password', then click the **ENTER** button on the main Global Home page.

Note: Clicking on protected features of **VESSEL SCHEDULES APPLICATION** before completing the Log On process will display the following log on screen:

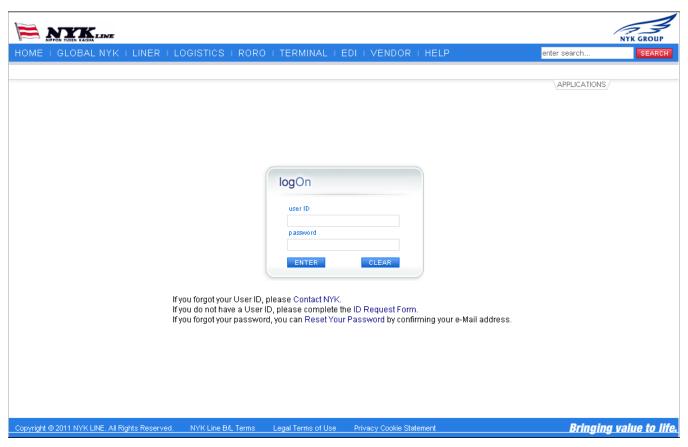


Image 02 - User Log On

2. Customers are required to undergo a successful log on to bypass the User Log On page and to begin using any secure features of the **VESSEL SCHEDULES APPLICATION**.

3. Customers that don't have a User ID and Password assigned to them at the time of Log On may register by clicking on the REGISTER button on the main Global Home page. After completing the new user registration process customers will receive an e-mail notifying them of their new User ID and Password. The password issued is a temporary password. At the initial successful logon to the application as a new user, the customer is presented with the "Change Password" screen to update the temporary password to that of a permanent customer made up password.

Note: User names are not case sensitive (the system ignores upper or lower case characters when checking authorization). However, passwords are case sensitive (upper and lower case characters are used in checking authorization). Password must be entered exactly as it appears on the new user e-mail confirmation or exactly the way the customer set it up during the "Change Password" process.

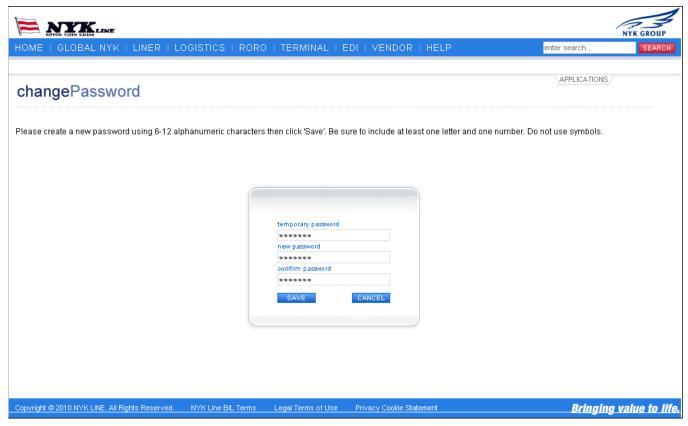


Image 03 - Change Your Password

4. Upon successful Log On to the system via the main *Global Home* page, the following screen is displayed. The system displays the *Vessel Schedules* interface on *Global Home* page that serves as the main page in the **VESSEL SCHEDULES APPLICATION**.

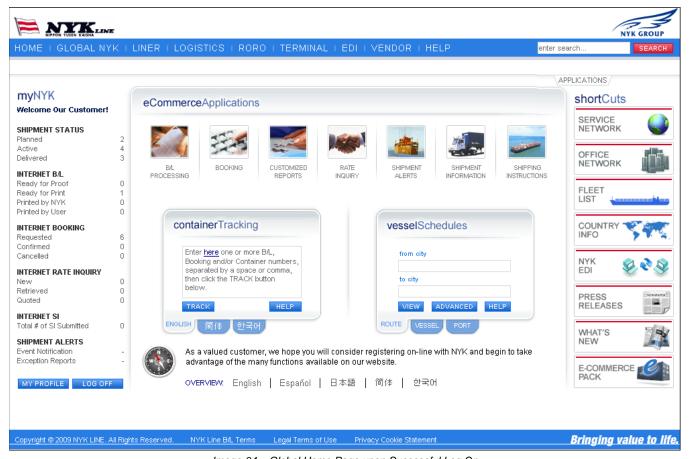


Image 04 - Global Home Page upon Successful Log On

Vessel Schedules Application

The **VESSEL SCHEDULES APPLICATION** is considered *public* and is available to any customer without needing to log on. To access the secure part of **VESSEL SCHEDULES APPLICATION** you may need to log on using pre-assigned 'User ID' and 'Password'. This application allows the customer to access dynamic point-to-point schedules and routings for scheduling a shipment for all NYK Liner services between Asia, Europe, the Middle East, Indian Sub Continent, Latin America, North America, and Oceania (Australia and New Zealand).

Route Search

A Vessel Schedule Search is conducted through a Schedule Search page.

Schedule Search

A Vessel Schedule Search can be initiated in following ways:

Vessel Schedule Search can be initiated from Global Home page by entering the desired FROM CITY and TO CITY and clicking on the VIEW button on the ROUTE tab of the Vessel Schedules interface. You may select the desired FROM CITY and TO CITY from the suggested possible location matches in a drop-down box below the textbox as you type in the FROM CITY and TO CITY fields.



Image 05 - 'From City' field with Location Suggestions Drop-down



Image 06 - 'To City' field with Location Suggestions Drop-down

If you choose to ignore the list of matching locations and enter the text to execute the search you will be navigated to the *Schedule Search* page with the matching values in the list boxes in the center of the *Schedule Search* page as shown below.

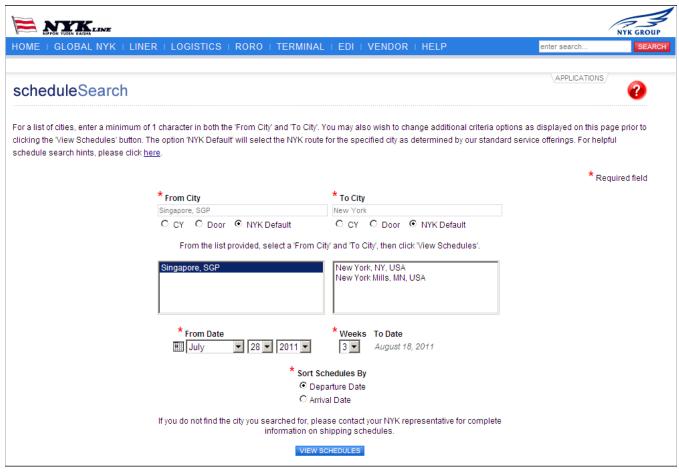


Image 07 - Vessel Schedule Search: With Location Lists

Vessel Schedule Search can also be initiated from the Schedule Search page. You will be navigated to the Schedule Search by clicking on the ADVANCED button on the ROUTE tab without entering search values in the FROM CITY and TO CITY fields.

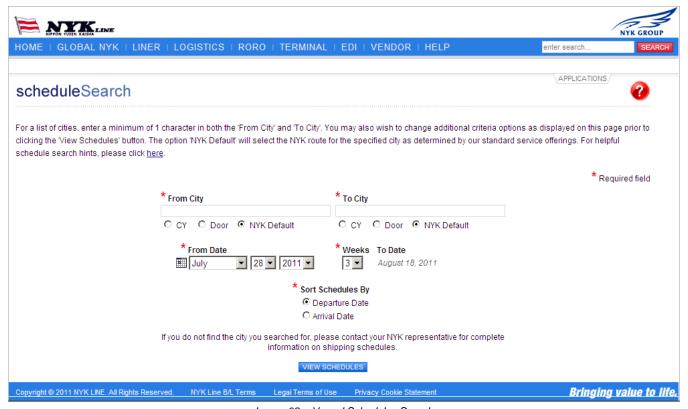


Image 08 - Vessel Schedules Search

If you click on the **VIEW** button on the **ROUTE** tab from the *Global Home Page*, without entering the **FROM CITY** and **TO CITY** fields the *Schedule Search* page would be displayed with an error message:

"Please enter a valid value for 'From City' and 'To City'.

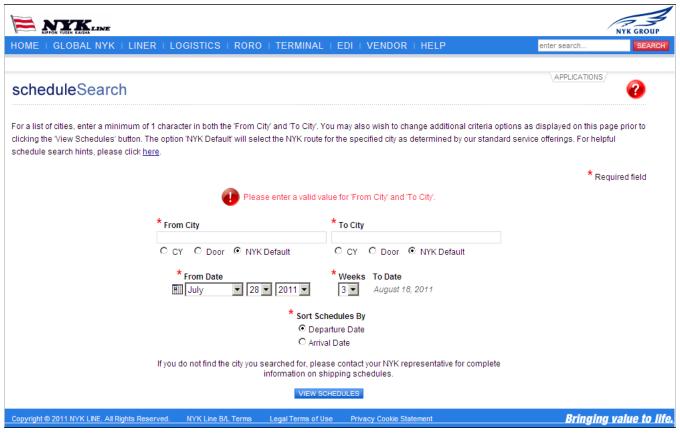


Image 09 - Vessel Schedules Search: Error Message

The following are the steps outlined for conducting a Vessel Schedule Search from Schedule Search page.

- 1. Enter the city name in the FROM CITY field. Select the radio button for CY or DOOR origin.
- 2. Enter the city name in the TO CITY field. Select the radio button for CY or DOOR delivery.

Note: If you choose to ignore the list of matching locations and enter the locations in the **FROM CITY** and **TO CITY** field and click on **VIEW** button, list boxes with matching values will be displayed in the center of the *Schedule Search* page as shown in Image .

- 3. The FROM DATE field would be pre-populated with the current date by default. You may change the FROM DATE by clicking on the calendar icon and selecting a date from the interactive calendar. You may also enter the date manually by selecting the month, day and year from the dropdown list.
- 4. Select the number of weeks for which the Vessel Schedules Search should be executed.
- **5.** Under the **SORT SCHEDULES BY** heading, you may choose to sort schedules by either Departure Date or Arrival Date by clicking the corresponding radio button.
- Click the VIEW SCHEDULES button, the Vessel Schedule Summary page will be displayed with the search results for the entered search criteria.

The table below summarizes the fields, buttons and icons displayed in the Vessel Schedule Search page.

Schedule Search	
Field/Button/Icon	Description
From City	The name of the origin city. Enter minimum of one character in the FROM CITY field, the system displays a list of possible location matches in a drop-down box below the textbox as you type in the FROM CITY field. Clicking on a desired location in the drop-down list will close the drop-down list and populate the FROM CITY field with the selected location name from the drop-down.
	If there are more than ten possible location matches found for the characters you have entered, the drop-down list will display a vertical scroll bar for navigating up or down the list of matches found. You may navigate up or down within the drop-down list of locations using the up and/or down arrow keys. You may use [Backspace] key to remove text or to type additional text in the FROM CITY field.
To City	The name of the destination city. Enter minimum of one character in the TO CITY field, the system displays a list of possible location matches in a drop-down box below the textbox as you type in the TO CITY field. Clicking on a desired location in the drop-down list will close the drop-down list and populate the TO CITY field with the selected location name from the drop-down.
	If there are more than ten possible location matches found for the characters you have entered, the drop-down list will display a vertical scroll bar for navigating up or down the list of matches found. You may navigate up or down within the drop-down list of locations using the up and/or down arrow keys. You may use [Backspace] key to remove text or to type additional text in the TO CITY field.
From Date	The FROM DATE field would be pre-populated with the current date by default.
Calendar Icon	The Calendar Icon is a selectable icon; when selected it will bring up an interactive calendar. Month, year, and day of the month maybe chosen from the displayed calendar. The calendar will close once all of the selections are made.
Weeks	The number of weeks for which the <i>Vessel Schedules Search</i> should be executed. The default value will be 3 weeks from the current system date. A search may be executed for minimum of one week from the FROM DATE or for a maximum of four weeks from the FROM DATE .
To Date	TO DATE will be three weeks from the FROM DATE. The default value will be three weeks from the current system date.
Sort Schedules By	Schedules could be sorted by 'Departure Date' or 'Arrival Date'. If the 'Departure Date' is selected then schedule search results will be sorted by 'Departure at POL' in ascending order. If 'Arrival Date' is selected then the results should sort by 'Arrival at POD' in ascending order.
View Schedules Button	Clicking on the VIEW SCHEDULES button will navigate to the <i>Vessel Schedule Summary</i> page with the search results for the requested search criteria.
Required icon (*)	The Required Icon is a non-selectable icon used to indicate any field that is essential for the processing of a Vessel Schedule Search request. Required fields are validated when VIEW SCHEDULES button is selected from the Vessel Schedule Search page, and an error message will indicate anything missing from the required fields.
Help Icon	Clicking on the Help icon displays Vessel Schedule Help pages in a new window.
Helpful Search Hints Link	Clicking on the 'here' link in the introductory text displays the Helpful Search Hints section of the Vessel Schedule Help page in a new window. This section provides details regarding usage of Partial search or Wildcard search with examples. Partial search and Wildcard search is useful when you are unsure of a city's exact spelling.

Vessel Schedule Search Security Page

A Vessel Schedule Search Security page will be displayed at certain occasion of peak periods as shown below. Vessel Schedule Search Security page is to validate the authenticity of the requestor during the peak periods. The following screen displays the Vessel Schedule Search Security page, the security text code consists of random characters and numbers, both uppercase and lowercase mixed.

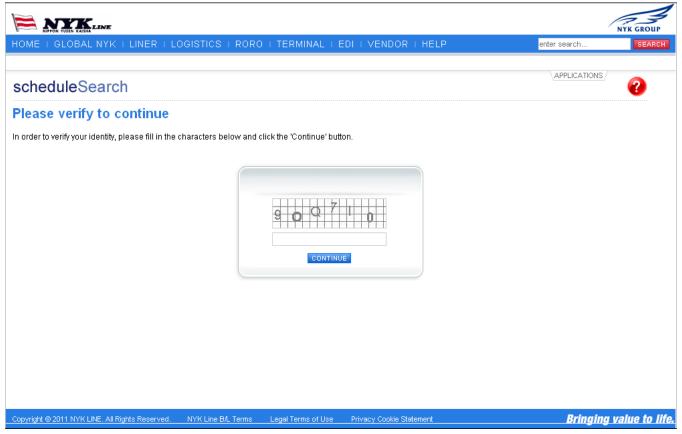


Image 10 - Vessel Schedule Search Security

- Enter the security text code as shown in the screen, and click on the CONTINUE button.
- If the user entered code does not match with the system generated security text code, an error message "Authentication has failed. Please enter the text exactly as displayed" would be displayed with a newly generated security text code.

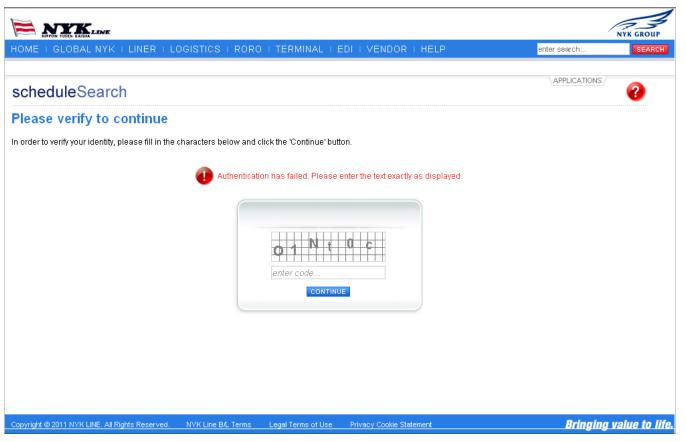


Image 11 - Schedule Search Security: Error message on Authentication Failure

- Enter the new security text code as show in the screen and click on the CONTINUE button. The system verifies the entered text with the security text code.
- Once the verification is confirmed, you will be navigated to the Vessel Schedule Summary page with the results of for the entered search criteria.

Note: Security text characters are not case sensitive.

Vessel Schedule Summary

A successful *Vessel Schedule Search* results in the display of *Vessel Schedule Summary* page with available schedules. The *Vessel Schedule Summary* page is a non-editable summary of available schedules based on the selected search criteria. This page always displays the current and future schedules.

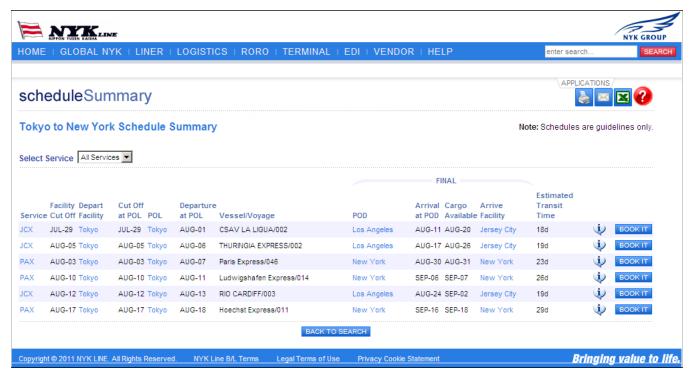


Image 12 - Vessel Schedules Summary: Single Service

- You may filter a specific service from among those displayed by selecting a service from the SELECT SERVICE drop-down. The Vessel Schedule Summary page refreshes and displays search results for the selected service only.
- Each individual schedule reflects the details for a specific service line, leg, Vessel/Voyage information.
 Additionally, you may review Cut-Off and Cargo Availability dates for the Port of Load (POL) and Port of Discharge (POD),respectively.
- You may review additional details in regards to a particular schedule by clicking on the detail



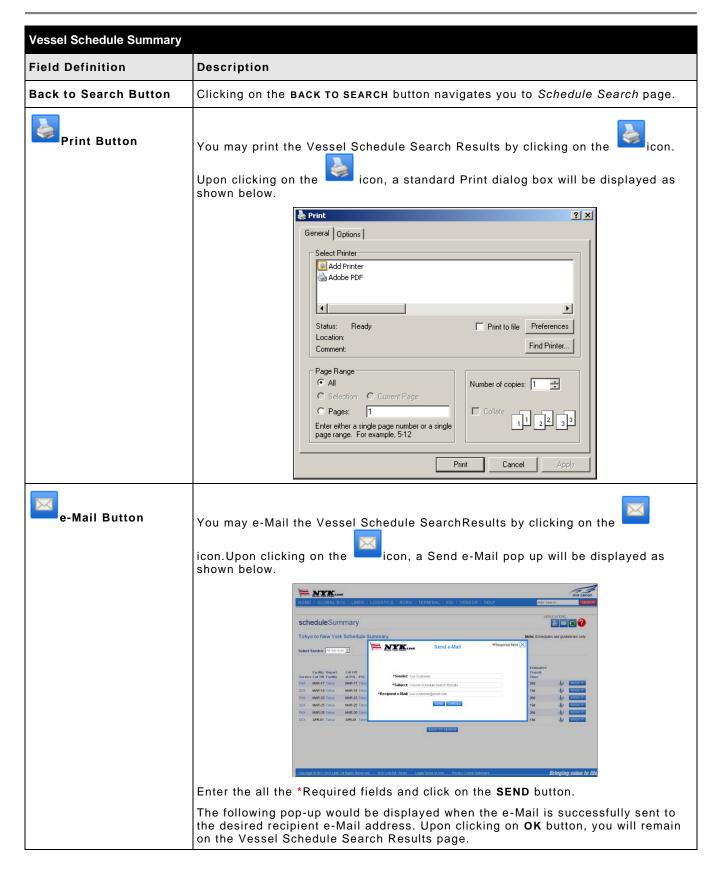
- Additionally, by placing the cursor the text highlighted in blue, the system displays further information regarding the Service, Depart Facility, Port of Load (POL), Port of Discharge (POD) and Arrive Facility in a pop-up balloon.
- You may also initiate a booking from the Vessel Schedule Summary page by clicking on the BOOK IT button. You will be navigated to the Vessel Request page. From the Vessel Request page you can create a Booking Request. Only users who have access privileges to create Booking Requests would be able to use this feature.

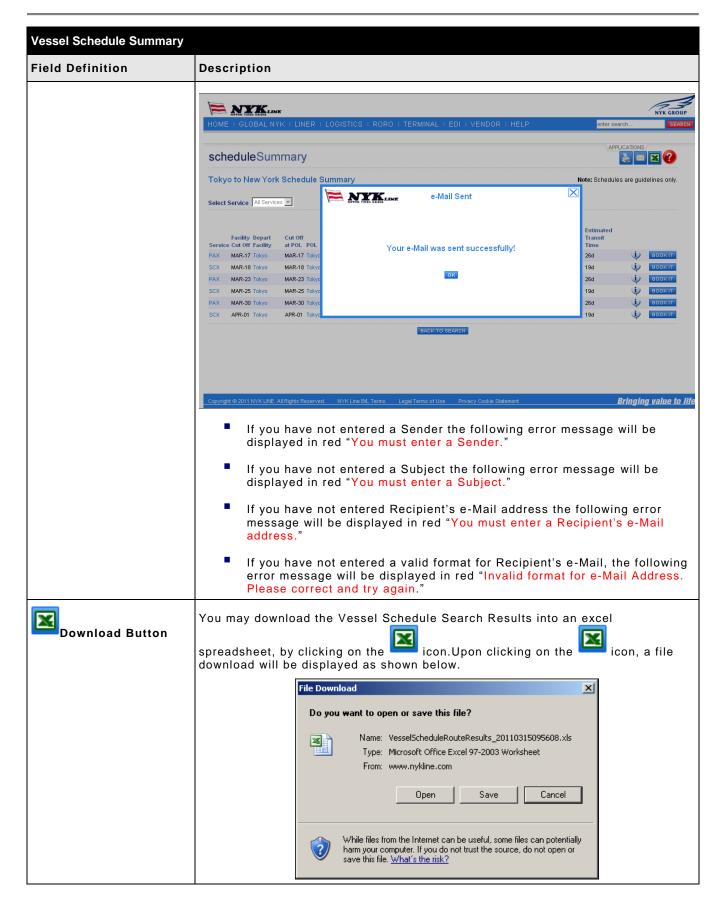
Note: Please note that the schedules are guidelines only.

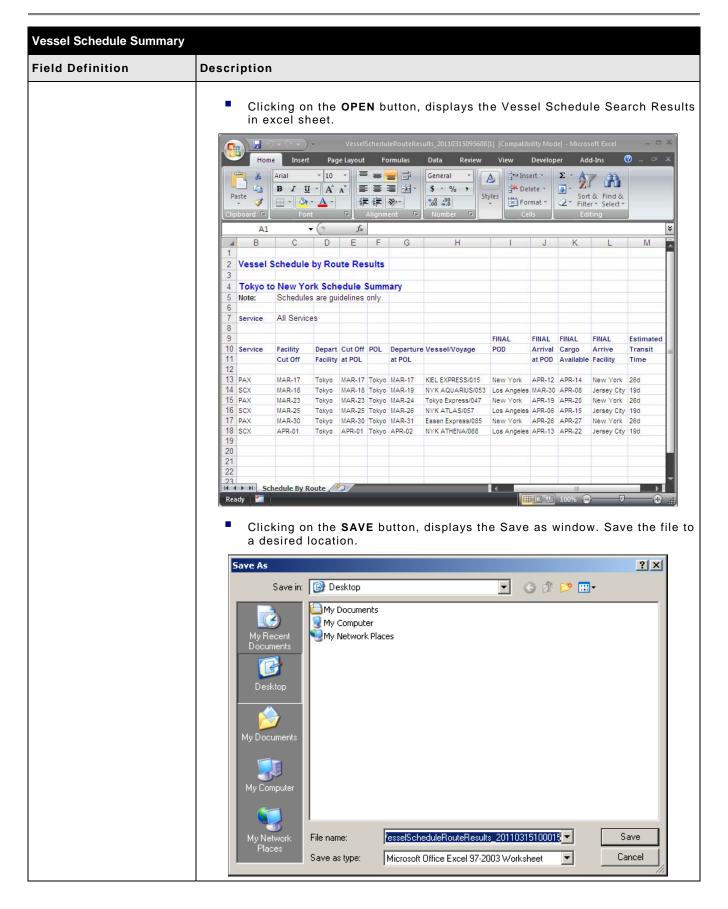
The Vessel Schedule Summary page displayed above is an example of Single Service/Vessel Display.

The following table summarizes the fields displayed in the Vessel Schedule Summary page.

Vessel Schedule Summary	
Field Definition	Description
Select Service	A specific service can be selected from the drop down. The <i>Vessel Schedule Summary</i> page will refresh and display the search results for the selected service only.
Service	The service for the schedule leg
	On placing the cursor on the service code, detailed service name will be displayed on a pop-up balloon.
Facility Cut Off	The cut off date at Depart Facility.
Depart Facility	At the Place of Departure, city name of full return facility.
	On placing the cursor on the port name, system displays detailed information such as the facility name, address, e-mail address and business fax or phone numbers.
Cut Off at POL	The cut-off date at the Port of Load (POL).
POL	The port name of the Port of Load (POL).
	On placing the cursor on the city name, system displays detailed information for the facility at the port such as the facility name, address, e-mail address and business fax or phone numbers.
Departure at POL	The date of departure at the Port of Load (POL).
Vessel Voyage	The name of the Vessel followed by the Voyage number.
	Note: If the vessel for the route has been masked for 'Prior Consultation' the Vessel/Voyage content will be displayed as "To be Nominated"
	If the vessel for the route has not yet been determined, the Vessel/Voyage content will be displayed as "TBA".
POD	The port name of the Final Port of Discharge (POD).
	On placing the cursor on the port name, system displays detailed information for the facility at the port such as the facility name, address, e-mail address and business fax or phone numbers.
Arrival at POD	The arrival date at the Final Port of Discharge (POD).
Cargo Available	The expected date for the shipment to be grounded and ready for pick-up.
Arrive Facility	At the place of arrival, city name of the last laden facility.
	On placing the cursor on the city name, system displays detailed information such as the facility name, address, e-mail address and business fax or phone numbers.
Estimated Transit Time	Estimated Transit Time is the transit time of the vessel from first POL to last POD. It can be calculated from ETD (Estimated Time of Departure) at first POL to ETA (Estimated Time of Arrival) at last POD or from Cut off at Origin to Availaibilty at Destination depending on the Outbound/Inbound haulage types.
Details Button	Clicking on the DETAILS icon displays the <i>Vessel Schedule Detail</i> page for the selected schedule.
Book It Button	Clicking on the BOOK IT button will display the <i>Vessel Request</i> page for creating a <i>Booking Request</i> for the particular schedule. Only users who have access privileges to create <i>Booking Requests</i> would be able to use this feature.
Help Icon	Clicking on the HELP icon displays Vessel Schedule Help pages in a new window.







Vessel Schedule Summary	
Field Definition	Description
	Upon completion of the download, a download complete confirmation message is displayed. Click on OPEN button to view the Vessel Schedule Search Results in excel spreadsheet.

Multiple Services

If there is more than one vessel voyage returned for the scheduled route, the second vessel voyage are displayed below the first leg details on the Vessel Schedule Summary search results page. Multiple leg routes are displayed together and will not be separated or split between pages. The Vessel Schedule Summary page displayed below is an example of Multiple Services.

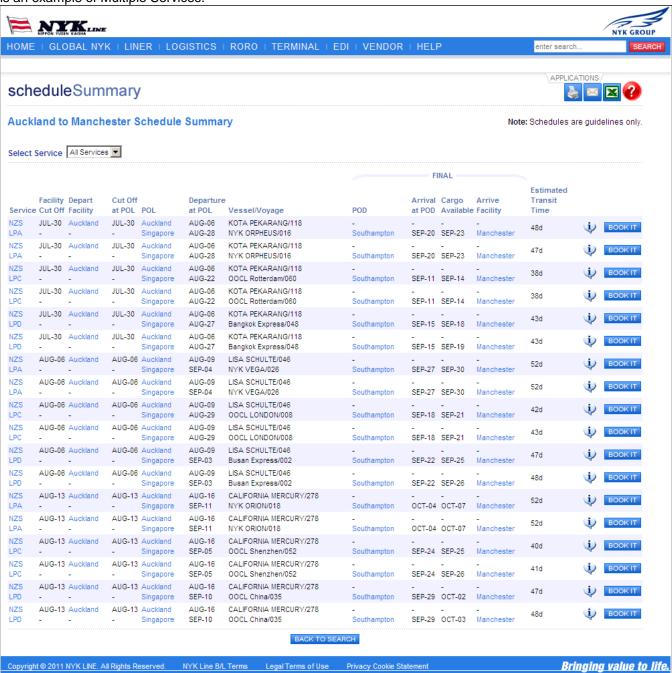


Image 13 - Vessel Schedule Summary: Multiple Service

No Vessel Schedule Match

■ If there are no matching schedules found for the search criteria entered on the *Vessel Schedule Search* page, the following message will be displayed on the *Vessel Schedule Summary* page:

"No schedules matched your search criteria. Please adjust your search and try again."

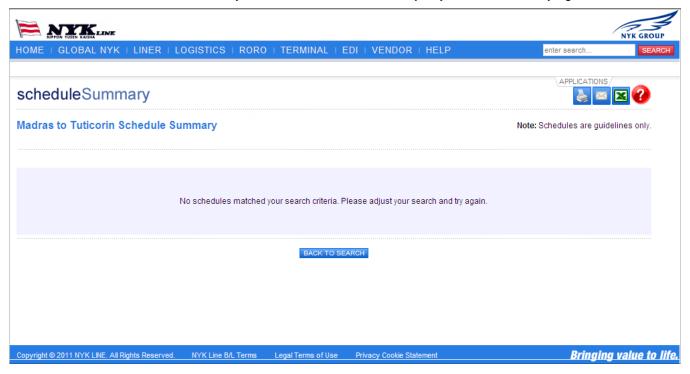


Image 14 - Vessel Schedule Summary: No Schedule Match

You may click on the **BACK TO SEARCH** button to return to *Vessel Schedule Search* page to modify your search criterion.

Service Unavailable for Schedule Search

Service Unavailable message page would be displayed when the host system is unavailable. The following message will be displayed on the Schedule Search page notifying that Vessel Schedule application is currently unavailable:

"The NYK Vessel Schedule application is currently unavailable. Please try your request again later."

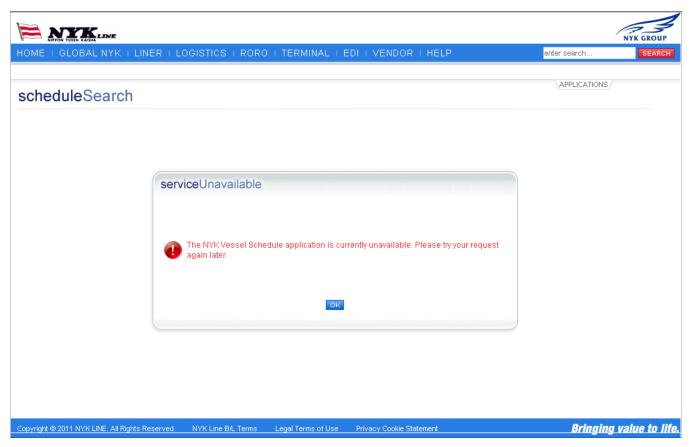


Image 15 - Vessel Schedule Search: Service Unavailable

Clicking on the **OK** button will continue to display the service unavailable message.

Vessel Schedule Detail

The Vessel Schedule Detail page is displayed when you click on the **DETAILS** icon from the Vessel Schedule Summary page. The top section of the Vessel Schedule Detail page displays the summary information about the selected schedule and the lower section of the page displays the detailed information regarding the same schedule.

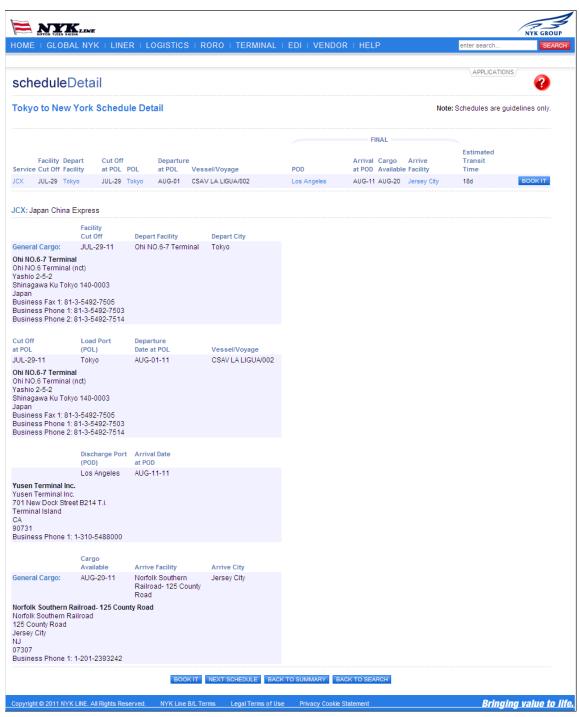


Image 16 - Vessel Schedules Detail: Single Service

- To initiate a booking from the Vessel Schedules Detail page click on the BOOK IT button on the top section
 of the Vessel Schedule Detail page or from the lower section of the page displaying details of the selected
 schedule
- 2. You may also navigate to the next schedule or previous schedule by clicking on **NEXT SCHEDULE** and **PREVIOUS SCHEDULE** button respectively from the lower section of the *Vessel Schedule Detail* page.
- Clicking on BACK TO SUMMARY page will navigate you to the Vessel Schedule Summary page.

Vessel Schedule Detail page for multiple services is displayed below.

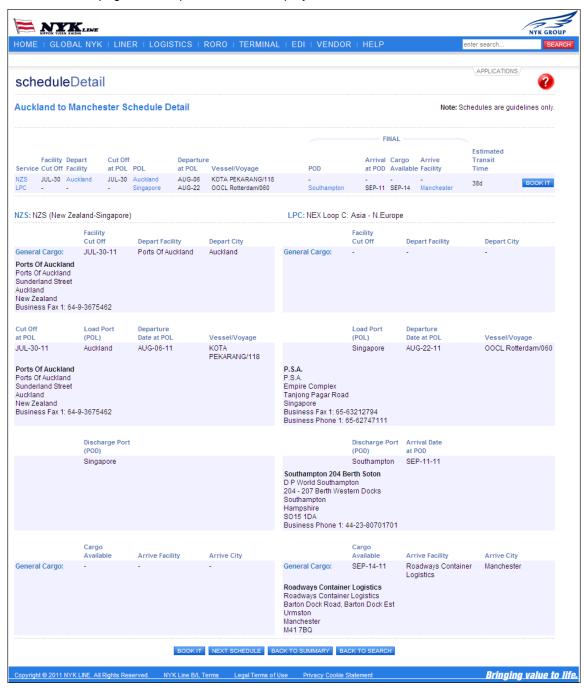


Image 17 - Vessel Schedule Details: Multiple Service

The following table summarizes the fields displayed in top section of the Vessel Schedule Details page.

Top Section of the Schedule Detail	
Field Definition	Description
Select Service	A specific service can be selected from the drop down. The <i>Vessel Schedule Summary</i> page will refresh and display the search results for the selected service only.
Service	The service for the schedule leg.
	On placing the cursor on the service code, detailed service name will be displayed on a pop-up balloon.
Facility Cut Off	The cut off date at Depart Facility.
Depart Facility	At the Place of Departure, city name of full return facility.
	On placing the cursor on the port name, system displays detailed information such as the facility name, address, e-mail address and business fax or phone numbers.
Cut Off at POL	The cut-off date at the Port of Load (POL).
POL	The port name of the Port of Load (POL).
	On placing the cursor on the city name, system displays detailed information for the facility at the port such as the facility name, address, e-mail address and business fax or phone numbers.
Departure at POL	The date of departure at the Port of Load (POL).
Vessel Voyage	The name of the Vessel followed by the Voyage number.
	Note: If the vessel for the route has been masked for 'Prior Consultation' the Vessel/Voyage content will be displayed as "To be Nominated"
	If the vessel for the route has not yet been determined, the Vessel/Voyage content will be displayed as "TBA".
POD	The port name of the Final Port of Discharge (POD).
	On placing the cursor on the port name, system displays detailed information for the facility at the port such as the facility name, address, e-mail address and business fax or phone numbers.
Arrival at POD	The arrival date at the Final Port of Discharge (POD).
Cargo Available	The expected date for the shipment to be grounded and ready for pick-up.
Arrive Facility	At the place of arrival, city name of the last laden facility.
	On placing the cursor on the city name, system displays detailed information such as the facility name, address, e-mail address and business fax or phone numbers.
Estimated Transit Time	Estimated Transit Time is the transit time of the vessel from first POL to last POD. It can be calculated from ETD (Estimated Time of Departure) at first POL to ETA (Estimated Time of Arrival) at last POD or from Cut off at Origin to Availaibilty at Destination depending on the Outbound/Inbound haulage types.
Details Button	Clicking on the DETAILS icon displays the <i>Vessel Schedule Detail</i> page for the selected schedule.
Book It Button	Clicking on the BOOK IT button will display the <i>Vessel Request</i> page for creating a <i>Booking Request</i> for the particular schedule. Only users who have access privileges to create <i>Booking Requests</i> would be able to use this feature.
Help Icon	Clicking on the HELP icon displays Vessel Schedule Help pages in a new window.

Top Section of the Schedule Detail	
Field Definition	Description
Back to Search Button	Clicking on the BACK TO SEARCH button navigates you to Schedule Search page.

The following table summarizes the fields displayed in details section of the Vessel Schedule Details page.

Detail Section of the Schedule Detail	
Field Definition	Description
Service	The name of the service.
Depart Facility Details	At the place of Departure, facility name, address, and phone number(s) (if available) at the full return facility.
Facility Cut Off	Cut off Date at Depart Facility.
Depart Facility	Port name of full return facility.
Depart City	City name of the first full return facility.
POL Facility Details	Facility name, address and phone number(s) (if available) at the Last Port of Load Facility.
Cut Off at POL	The cut-off date at the Port of Load (POL).
Load Port(POL)	The port name of the Port of Load (POL).
Departure Date at POL	The date of departure at the Port of Load (POL).
Vessel Voyage	The name of the Vessel followed by the Voyage number.
	Note: If the vessel for the route has been masked for 'Prior Consultation' the Vessel/Voyage content will be displayed as "To be Nominated"
	If the vessel for the route has not yet been determined, the Vessel/Voyage content will be displayed as "TBA".
POD Facility Details	Facility name, address and phone number(s) (if available) at the Last Port of Discharge Facility.
Discharge Port(POD)	The port name of the Port of Discharge (POD).
Arrival Date at POD	The arrival date at the Port of Discharge (POD).
Arrive Facility Details	At the place of arrival, facility name, address, and phone number(s) (if available) at the last laden facility
Cargo Available	The expected date for the shipment to be grounded and ready for pick-up.
Arrive Facility	Port name of the last laden facility.
Arrive City	City name of the last laden facility.

Vessel Request

The Vessel Request page allows you to review the Vessel/Voyage selection and as well to perform any of the following procedures:

- Create a New Booking Request.
- Use a Booking Template to create a Booking Request.
- Refer to a Previous Booking to create a Booking Request.

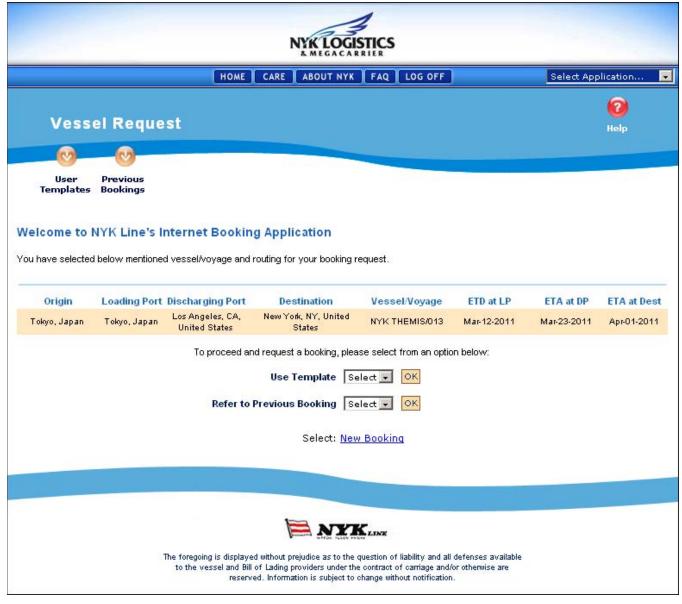


Image 18 - Vessel Request page

1. You would be navigated to *Vessel Request* page by clicking the **BOOK IT** button from the *Vessel Schedule Summary* page or from the *Vessel Schedule Details* page.

2. Upon clicking on the **BOOK IT**, the Log On page is displayed if you are not logged on.

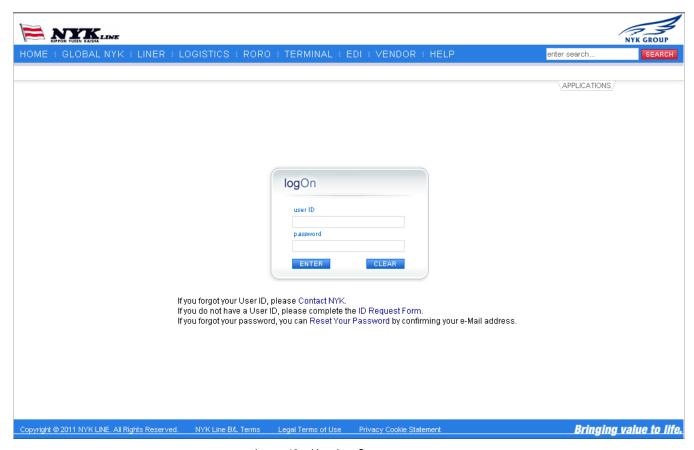


Image 19 – User Log On page

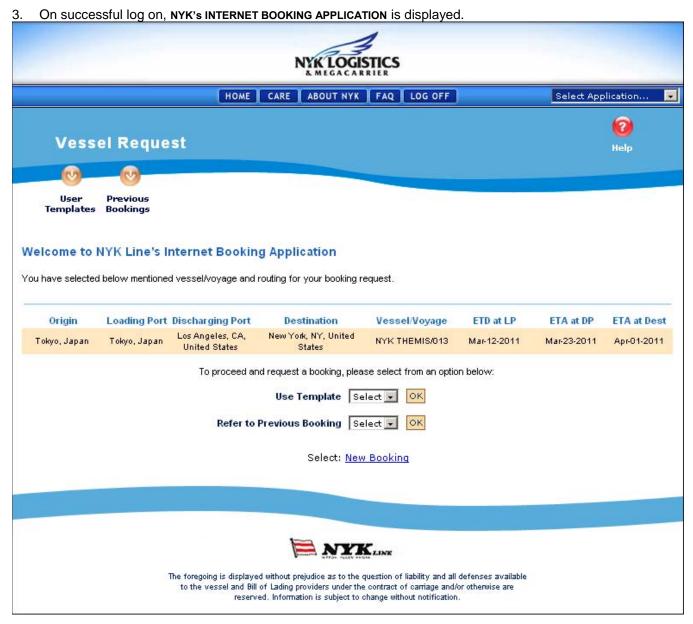


Image 20 - Vessel Request Page

Create New Booking Request from VESSEL SCHEDULES APPLICATION

You may initiate a new booking from the **VESSEL SCHEDULES APPLICATION**. The advantage of initiating the booking from the *Vessel Schedule Summary* or from the *Vessel Schedule Detail* page is that the 'Schedule/Routing' section of the *Booking Request Form* will be automatically populated, with the exception of Inland Pick-Up information. From the *Vessel Schedule Summary* page, find the vessel/voyage that you prefer to book. Click on the **BOOK IT** button and you will be redirected to the *Vessel Request* page or you will be asked to log on if you have not already done so. You may also be re-directed to the *Vessel Request* page by clicking on the **BOOK IT** button from the *Vessel Schedule Detail* page of the vessel/voyage that you prefer to book.

You may use any of the following three options to create a Booking Request from VESSEL SCHEDULE APPLICATION:

- Use a Booking Template to create a Booking Request.
- Refer to a Previous Booking to create a Booking Request.
- Create a New Booking Request.



Option 1 - Create a Booking Request from a User Template

Using a template is quick and easy way to create an on-line booking. Stored fields are re-populated on the *Booking Request Form* and don't need to be re-keyed. If you wish to use a template for the booking, select a template from the **Use Template** drop-down list and click the **ok** button. The *Booking Request Form* is pre-populated by the template and the selected vessel is displayed. If the template contains schedule information, the schedule you selected in VESSEL SCHEDULES will overwrite this field. If the vessel for the route has not yet been determined, the Vessel/Voyage content will be displayed as "To Be Nominated".

The followings are the steps that are outlined for creating a new Booking Request by clicking on the **USER TEMPLATES** button from the **Vessel** Request page.

See section on Manage Templates in the eBook user manual, if you require more information about user templates.

- Click on the USER TEMPLATES button. This button is accessible from the Vessel Request page.
- 2. The system displays the *Template List* page. A list of existing templates will be displayed in numerical order, and then sorted alphabetically in ascending order.

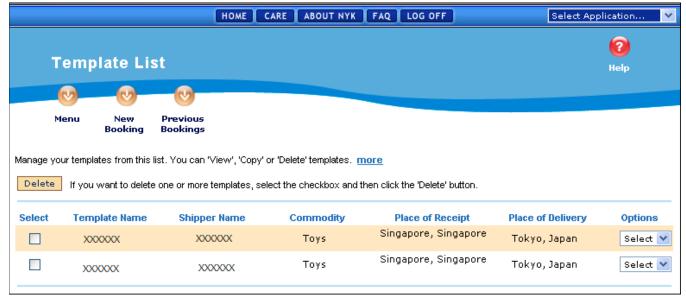


Image 21 - Template List Page

3. Select the booking template you want to recreate by selecting 'Copy' from the Options drop-down menu at the far right of the page.

Note: You may view a booking template before copying by selecting 'View' from the Options Menu. A preview version of the booking request will display on the *Booking Summary* page. From this page you can select the 'Copy' function.

- 4. The application will display the user template for the selected *Booking Request Form* with the booking details pre-populated.
- 5. Edit the pre-populated booking details on the *Booking Request Form* if necessary.

Note: For assistance on what to enter for each field, see the **Filling out the Booking Request Form** section in the eBook User Manual. This section provides the screen captures and field-by-field descriptions. You must enter all of the required fields indicated with a red asterisk* when creating a new booking request.



6. When you have completed editing the booking information, click on the **PROCEED** button at the bottom of the form.

Note: If saving this booking request as a Template, enter a name in the 'Template Name' field and click the **Save as Template** button from the *Booking Request Form*. You do not have to enter all required fields when saving as a template. You may save up to two hundred (200) templates.

- 7. The system will display the *Booking Summary* page. This page displays a preview version of the *Booking Request Form*. Review to ensure your entries are correct.
- 8. Click the **SUBMIT** button to process your booking request. The system assigns a status of 'New' to the booking request.

Option 2 - Create a New Booking Request from a Previous Booking Request Form

Using a previous booking is a quick and easy way to create an on-line booking from VESSEL SCHEDULES APPLICATION. Stored fields are re-populated on the *Booking Request Form* and do not need to be re-keyed. If you wish to use a previous booking request for this booking, please select a previous booking from the **Refer to Previous Booking** drop-down list and click the **ok** button. The *Booking Request Form* is pre-populated by the previous booking and the selected vessel is displayed. The schedule you selected in VESSEL SCHEDULES will overwrite the schedule information of the previous booking. If the vessel for the route has not yet been determined, the Vessel/Voyage content will be displayed as "To Be Nominated".

The followings are the steps that are outlined for creating a new Booking Request by clicking on the **PREVIOUS BOOKING** button from the *Vessel Request* page.

See section on **Previous Bookings** in eBook User Manual, if you require more information about the *Previous Bookings* page.

- 1. Click on the PREVIOUS BOOKINGS button. This button is accessible from the Vessel Request page.
- 2. The system displays the *Previous Booking List* page. Previous bookings are listed with the most recent booking in the first row. Previous bookings are available for twenty (20) weeks from the first booking request creation date.
- 3. Select the booking you want to re-create by selecting 'Copy' from the Options drop-down menu at the far right of the page.

Note: You may view a booking request before copying by selecting 'View' from the Options drop-down. A preview version of the booking request will display on the *Booking Summary* page. From this page you can select the 'Copy' function.

- 4. The application will display the *Booking Request Form* with the previous booking details, but without the existing booking number.
- 5. Edit the pre-populated booking details if necessary.

Note: For assistance on what to enter for each field, see the **Filling out the Booking Request Form** section in eBook Application User Manual. This section provides the screen captures and field-by-field descriptions. You must enter all of the required fields indicated by a red asterisk*.

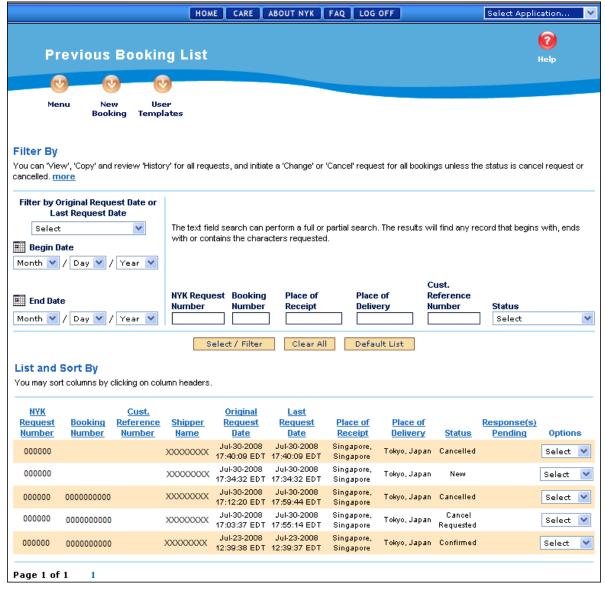


Image 22 - Previous Booking List

When you have completed editing the booking information, click the PROCEED button at the bottom of the form.

Note: You may save this booking request as a Template by entering a name in the 'Template Name' field and clicking the **Save as Template** button from the *Booking Request Form*. You do not have to enter all required fields when saving as a template. You may save up to two hundred (200) templates.

- 7. The system will display the *Booking Summary* page. This page displays a preview version of the *Booking Request Form*. Review to ensure your entries are correct.
- Click the SUBMIT button to process your booking request. The system assigns a status of 'New' to the booking request.

Option 3 - Create a New Booking Request from an Empty Booking Request form

If you wish to create a booking from an empty form, please click on the "**New Booking**" link and follow the steps mentioned below

.

- 1. Click on the **NEW BOOKING** link. This link is accessible from the Vessel Request page.
- The system will display a blank Booking Request Form. Fill in the information for the booking request.

Note: For assistance on what to enter for each field, see the Filling out the Booking Request Form section in eBook Application User Manual. This section provides the screen captures and field-by-field descriptions. You must enter all of the required fields indicated with a red asterisk*.

3. When you have completed filling in all of the booking information, click the **PROCEED** button at the bottom of the form.

Note: You may save this booking request as a template by entering a name in the 'Template Name' field and clicking the **Save as Template** button from the *Booking Request Form*. You do not have to enter all required fields when saving as a template. You may save up to two hundred (200) templates.

- 4. The system will display the *Booking Summary* page. This page displays a preview version of the booking request form. Review to ensure your entries are correct.
- Click the **SUBMIT** button to process your booking request. The system assigns a status of 'New' to the booking request.

Receiving Confirmation of Booking Request

Confirmation that your booking request has been received is provided in **two** ways:

Application Confirmation:

The application automatically displays a confirmation message shown to the right and assigns an NYK Request Number to your **new Booking Request**.



Customer Notification e-Mail		
Subject:	NYK Group Internet Booking Request - NYKXXXXXX Place of Receipt: XXXXXX / Load Port: XXXXXX / Discharge Port: XXXXX / Place of Delivery: XXXX	
From:	Booking Notification	
То:	Booking Party	
CC:	Additional Notify Parties	
BCC:	Booking Notification and CSVC	

Thank you for shipping with NYK Line!

Our Customer Service representative will handle your request and return a confirmation by e-Mail.

If you want to change or cancel this booking, you can submit your request from the NYK Internet Booking Application. If you have any additional questions regarding this request, you can contact your NYK Group Customer Service representative.

We have received your booking request for the following shipment.

Details of Booking Request

NYK Request Number:

NYK Booking Number: (only after booking has been confirmed) NYK Comments to Customer: (only after booking has been confirmed)

Contact Information

Schedule / Routing

Cargo Information

Other Notify Parties

Remarks

Please contact the following office if you need any assistance.

NYK Office : (Office Name goes here)
e-Mail : (CSVC e-Mail goes here)

To access NYK on-line, please go to http://www.nykline.com

e-Mail Confirmation:

Upon receipt of the booking request by the Customer Service Office, an e-Mail message is sent to the following parties:

- Booking Party
- Other Notified Parties (if selected) on the Booking Request Form

IMPORTANT NOTE:

e-Mail notifications are only sent to registered NYK customers who submit booking requests from NYK's Booking Application website. EDI Trading Partners will NOT receive e-Mail notifications.



Using Help

Clicking on the **HELP** button, which is accessible from all pages within the **VESSEL SCHEDULES APPLICATION**, will display a list of selectable topics to assist and provide you with details of all the functionality that the new VESSELS SCHEDULE APPLICATION has to offer.

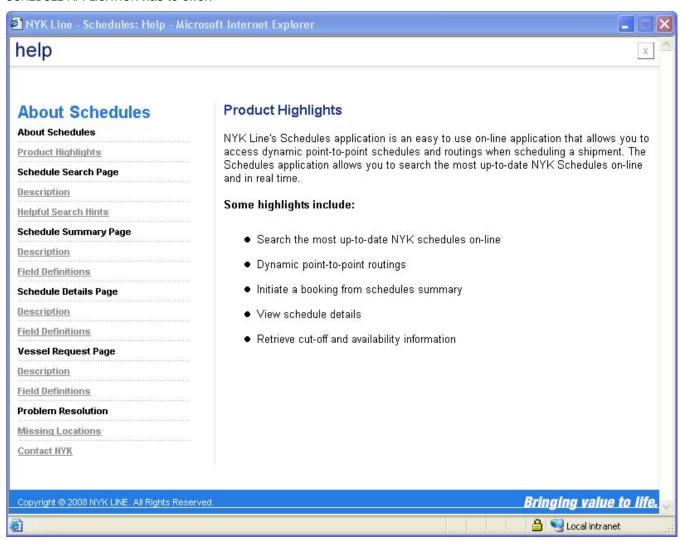


Image 23 - Vessel Schedule Help Page

To use the Help index, select the sub-section of the topic for which you want help on and the details will be displayed on the right side. For further assistance please contact NYK.

Problem Resolution

This section contains pertinent information regarding the internet *Vessel Schedule Search* process. If you come across a problem, check here for a resolution.

Missing Locations

If you do not see the city you want in the *Vessel Schedule Search* page, please Contact NYK for more information. You may choose the **CONTACT US** option from the **GLOBAL HOME** page to Contact NYK.

CONTACT NYK CUSTOMER SERVICE

If you have any questions about this application or if you wish to confirm an actual Cut-Off/Availability date and time, please Contact NYK Customer Service Office for more information or choose **CONTACT US** link from the **GLOBAL HOME** page.

Vessel Search

A Vessel Search can be initiated from Global Home page by entering the desired **VESSEL NAME** and clicking on the **SEARCH** button on the **VESSEL** tab of the Vessel Schedules interface. You may select the desired **VESSEL NAME** from the suggested possible Vessel name matches in a drop-down box below the textbox as you type in the **VESSEL NAME** field.



Image 24 - 'Vessel Name' field with Location Suggestions Drop-down

You will be navigated to the *Vessel Search Results* page upon selecting a desired vessel name from the drop-down list and clicking on the **SEARCH** button. You will also be navigated to the *Vessel Search Results* page if you choose to ignore the list of matching port names and enter the text to execute the search.

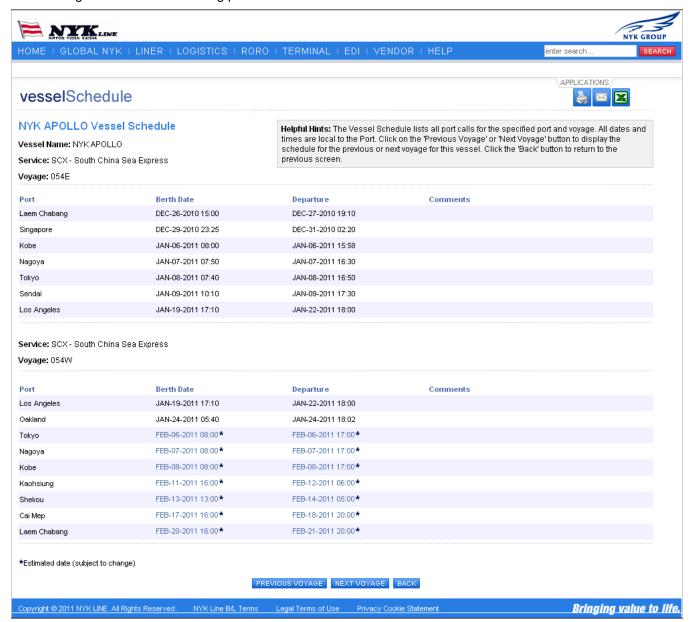
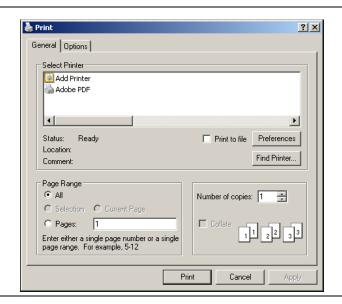


Image 25 - Vessel Search Results

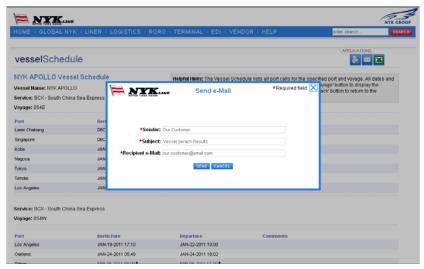
The following table summarizes the fields/buttons displayed in the Vessel Search Results page.

Vessel Schedule	
Fields/Buttons	Description
Vessel Name	The name of the Vessel.
Service	The service for the schedule leg.
Voyage	The Voyage number of the Vessel.
Port	The name of the port.
Berth Date	The Vessel Arrival Date at the berth at the corresponding Port.
Departure	The Vessel Departure Date at the berth at the corresponding Port.
Previous Voyage Button	Clicking on the PREVIOUS VOYAGE button will display the schedule for the 'Previous Voyage' in the same direction for the Vessel selected. The minimum and maximum values for the voyage will be '001' and '999. While displaying Voyage number '001', the 'Previous Voyage' button will retrieve the last valid voyage number beginning with '999'.
Next Voyage Button	Clicking on the NEXT VOYAGE button will display the schedule for the 'Next Voyage' in the same direction for the Vessel selected. The minimum and maximum values for the voyage will be '001' and '999. While displaying Voyage number '999', the 'Next Voyage' button will retrieve the first valid voyage number beginning with '001'.
Back Button	Clicking on the BACK button will navigate you to <i>Global Home Page</i> with 'Vessel' tab in the <i>Vessel Schedules Interface</i> being highlighted.
Comments	The reason for Vessel Delay would be displayed under "Comments" column. Following are the possible reasons that would be displayed under "Comments" column for Vessel Delay:- 1) Weather Delay 2) Berth / Port congestion 3) Productivity / Move count 4) Tidal Restriction 5) Engine / Vessel Problems 6) Change of port rotation 7) Port Holiday
Print Button	You may print the Vessel Search Results by clicking on the clicking on the icon, a standard Print dialog box will be displayed as shown below.



e-Mail Button

You may e-Mail the Vessel SearchResults by clicking on the icon. Upon clicking on the icon, a Send e-Mail pop up will be displayed as shown below.



Enter the all the *Required fields and click on the SEND button.

The following pop-up would be displayed when the e-Mail is successfully sent to the desired recipient e-Mail address. Upon clicking on **OK** button, you will remain on the Vessel Search Results page.



- If you have not entered a Sender the following error message will be displayed in red "You must enter a Sender."
- If you have not entered a Subject the following error message will be displayed in red "You must enter a Subject."
- If you have not entered Recipient's e-Mail address the following error message will be displayed in red "You must enter a Recipient's e-Mail address."
- If you have not entered a valid format for Recipient's e-Mail, the following error message will be displayed in red "Invalid format for e-Mail Address. Please correct and try again."

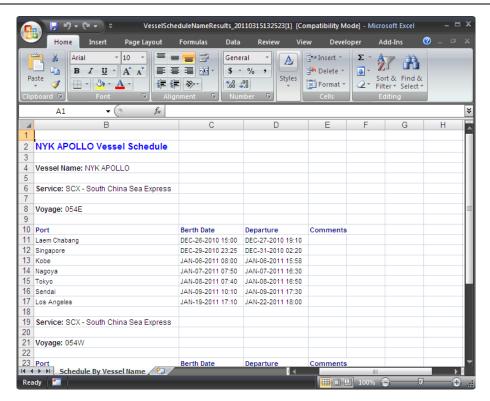


You may download the Vessel Search Results into an excel spreadsheet, by

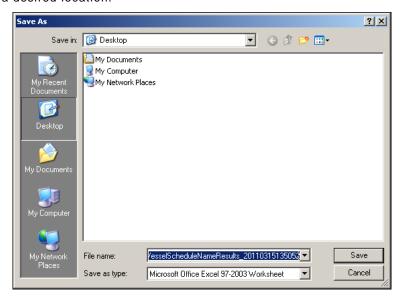
clicking on the icon. Upon clicking on the icon, a file download will be displayed as shown below.



Clicking on the OPEN button, displays the Vessel Search Results in excel sheet.



Clicking on the SAVE button, displays the Save as window. Save the file to a desired location.



Upon completion of the download, a download complete confirmation message is displayed. Click on OPEN button to view the Vessel Search Results in excel spreadsheet.

Vessel Search Security Page

A *Vessel Search Security* page will be displayed at certain occasion of peak periods as shown below. *Vessel Search Security* page is to validate the authenticity of the requestor during the peak periods. The following screen displays the *Vessel Search Security* page, the security text code consists of random characters and numbers, both uppercase and lowercase mixed.

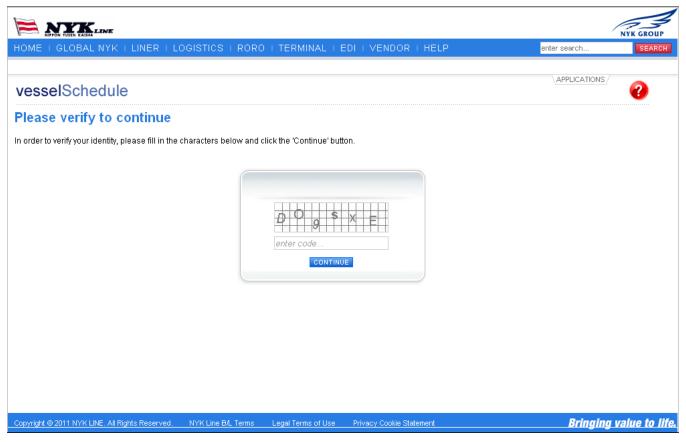


Image 26 - Vessel Search Security

- Enter the security text code as shown in the screen, and click on the CONTINUE button.
- If the user entered code does not match with the system generated security text code, an error message "Authentication has failed. Please enter the text exactly as displayed" would be displayed with a newly generated security text code.

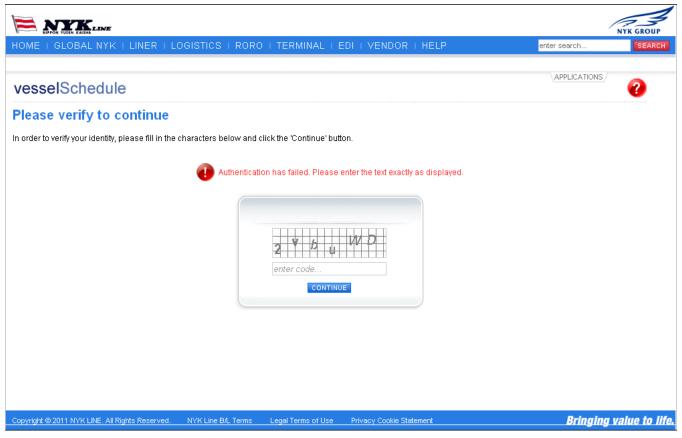


Image 27 - Vessel Search Security: Error message on Authentication Failure

- Enter the new security text code as show in the screen and click on the **CONTINUE** button. The system verifies the entered text with the security text code.
- Once the verification is confirmed, you will be navigated to the Vessel Search Results with the results of for the entered search criteria.

Note: Security text characters are not case sensitive.

No Vessel Search Match

If you choose to ignore the list of matching vessel names and if no results are found for the text entered in the **VESSEL NAME** field, following page will be displayed as shown below. Also, if there are no results found upon clicking on **NEXT VOYAGE** button or **PREVIOUS VOYAGE** button, then the following page would be displayed. Clicking on the **BACK** button will navigate you to *Global Home Page* with **VESSEL** tab in the *Vessel Schedules* interface being focused.

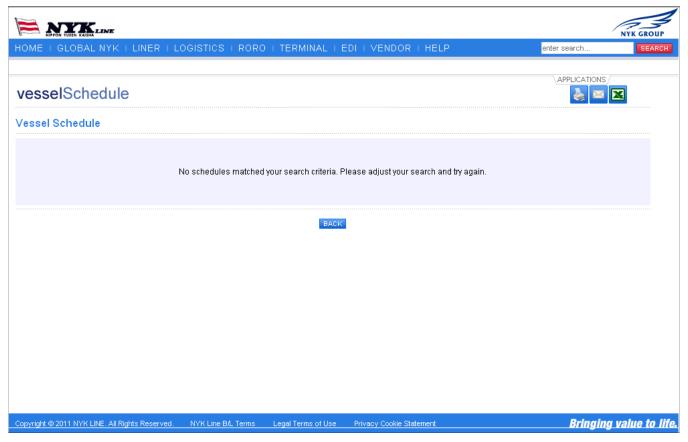


Image 28 - Vessel Search Result: No Vessel Search Match

Service Unavailable for Vessel Search

Service Unavailable message page would be displayed when the host system is unavailable. The following message will be displayed on the Vessel Schedule page notifying that Vessel Search application is currently unavailable:

"The NYK Vessel Search application is currently unavailable. Please try your request again later."

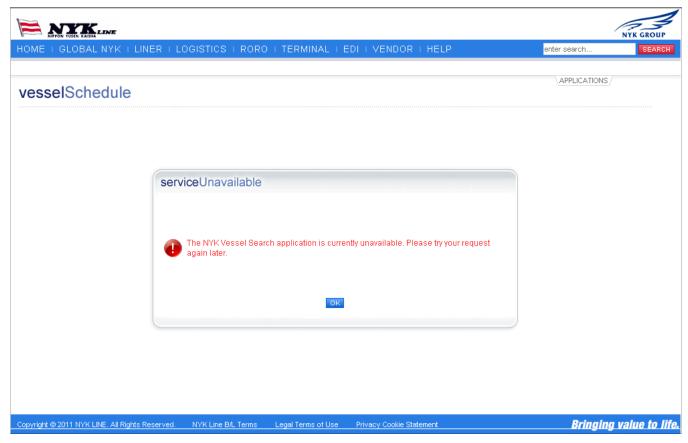


Image 29 - Vessel Search: Service Unavailable

Clicking on the **OK** button will navigate you to the *Global Home Page* with **VESSEL** tab in the *Vessel Schedules* interface being focused.

Port Search

A *Port Search* can be initiated from *Global Home* page by entering the desired **PORT NAME** and clicking on the **SEARCH** button on the **PORT** tab of the *Vessel Schedules* interface. You may select the desired **PORT NAME** from the suggested possible port name matches in a drop-down box below the textbox as you type in the **PORT NAME** field

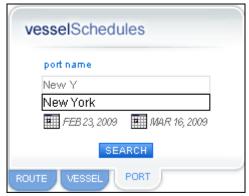


Image 30 - 'Port Name' field with Location Suggestions Drop-down

Note: The **FROM DATE** field would be pre-populated with the current date by default. The **TO DATE** field will be three weeks from the **FROM DATE**. The default value will be three weeks from the current system date. The Calendar Icon is a selectable icon; when selected it will bring up an interactive calendar. Month, Year and day of the month may be chosen from the displayed calendar. The calendar will close once all of the selections are made.

You will be navigated to the following *Port Search Results* page upon selecting a desired port name from the drop-down list and clicking on the **SEARCH** button. You may change the default date range if required. You will also be navigated to the *Port Search Results* page if you choose to ignore the list of matching port names and enter the text to execute the search.

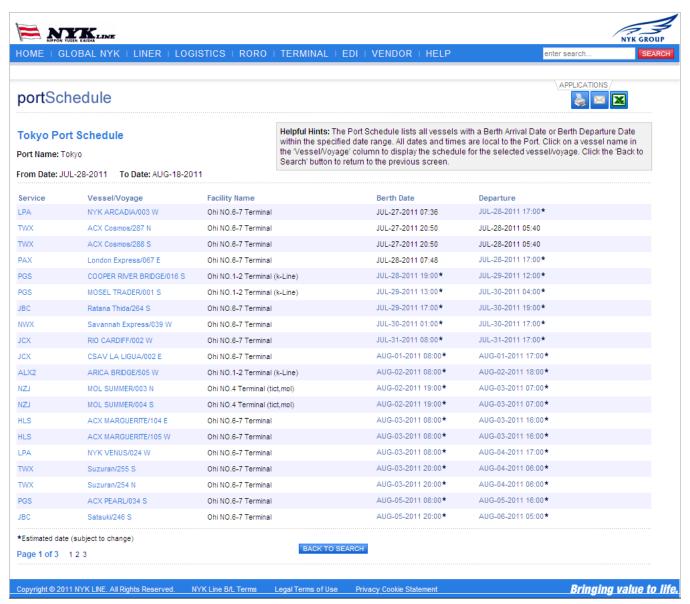


Image 31 - Port Search Results

If the "from date" is greater than the "to date", then the following *error message will be displayed on Port Search Results* page.

"Please check date range and try again".

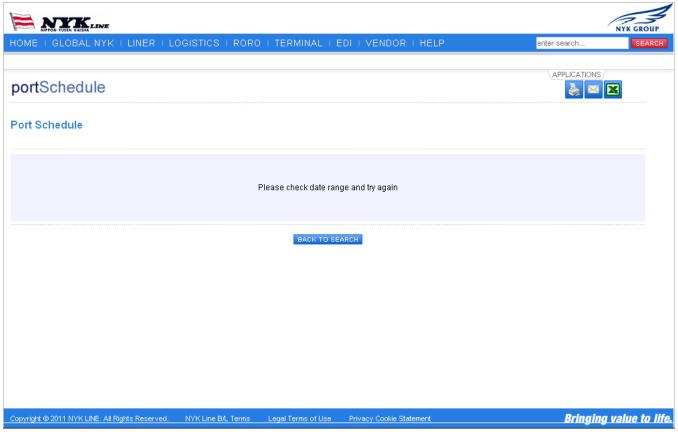


Image 32 - Port Search Results: 'From Date' greater than 'To Date'

If the date range is greater than six weeks, then the following error message will be displayed on *Port Search Results* page.

"Maximum date range exceeded (Six Weeks)"

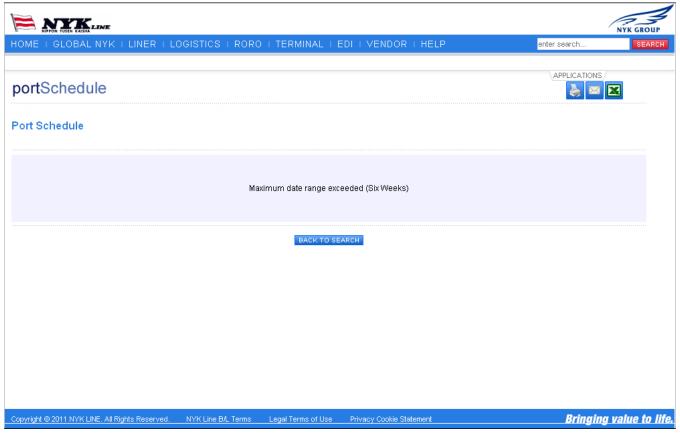
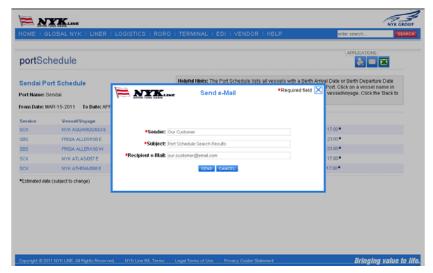


Image 33 - Port Search Results: Date range exceeds six weeks

The following table summarizes the fields/buttons displayed in the *Port Search Results* page.

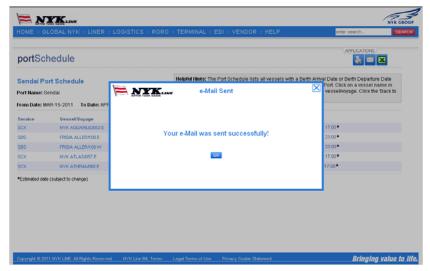
Port Schedule		
Fields/Buttons	Description	
Port Name	The name of the Port.	
From Date	The FROM DATE field would be pre-populated with the current date by default.	
To Date	TO DATE will be three weeks from the FROM DATE. The default value will be three weeks from the current system date.	
Service	The service for the schedule leg	
	On placing the cursor on the service code, detailed service name will be displayed on a pop-up balloon.	
Vessel/Voyage	The name of the Vessel followed by the Voyage number. Clicking on the Vessel/Voyage will navigate you to the Vessel Search Results page of the selected Vessel.	
Facility Name	The name of the facility at the port selected.	
Berth Date	The Vessel Arrival Date at the berth at the corresponding Port.	
Departure	The Vessel Departure Date at the berth at the corresponding Port.	
Back to Search Button	Clicking on the BACK TO SEARCH button will navigate you to Global Home Page with 'Port' tab in the Vessel Schedules Interface being highlighted.	
Print Button	You may print the Port ScheduleSearch Results by clicking on the icon. Upon clicking on the icon, a standard Print dialog box will be displayed as shown below. Print Print Print to file Preferences	
e-Mail Button	You may e-Mail the Port Schedule SearchResults by clicking on the	

icon. Upon clicking on the icon, a Send e-Mail pop up will be displayed as shown below.



Enter the all the *Required fields and click on the **SEND** button.

The following pop-up would be displayed when the e-Mail is successfully sent to the desired recipient e-Mail address. Upon clicking on **OK** button, you will remain on the Port Schedule Search Results page.



- If you have not entered a Sender the following error message will be displayed in red "You must enter a Sender."
- If you have not entered a Subject the following error message will be displayed in red "You must enter a Subject."
- If you have not entered Recipient's e-Mail address the following error message will be displayed in red"You must enter a Recipient's e-Mail address."
- If you have not entered a valid format for Recipient's e-Mail, the following error message will be displayed in red "Invalid format for e-Mail Address. Please correct and try again."

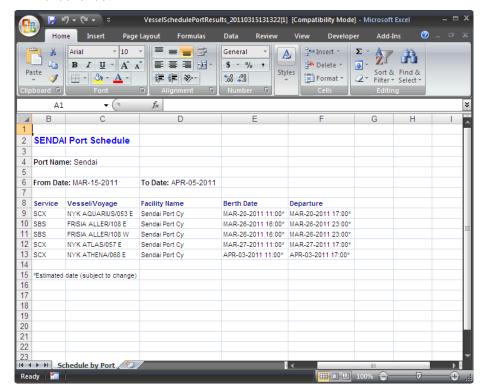


You may download the Port Schedule Search Results into an excel spreadsheet,

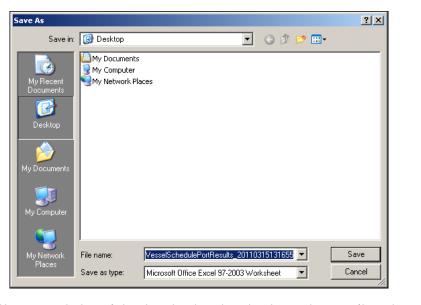
by clicking on the icon. Upon clicking on the icon, a file download will be displayed as shown below.



Clicking on the OPEN button, displays the Port Schedule Search Results in excel sheet.



 Clicking on the SAVE button, displays the Save as window. Save the file to a desired location.



Upon completion of the download, a download complete confirmation message is displayed. Click on **OPEN** button to view the Port Schedule Search Results in excel spreadsheet.

Port Search Security Page

A *Port Search Security* page will be displayed at certain occasion of peak periods as shown below. *Port Search Security* page is to validate the authenticity of the requestor during the peak periods. The following screen displays the *Port Search Security* page, the security text code consists of random characters and numbers, both uppercase and lowercase mixed.

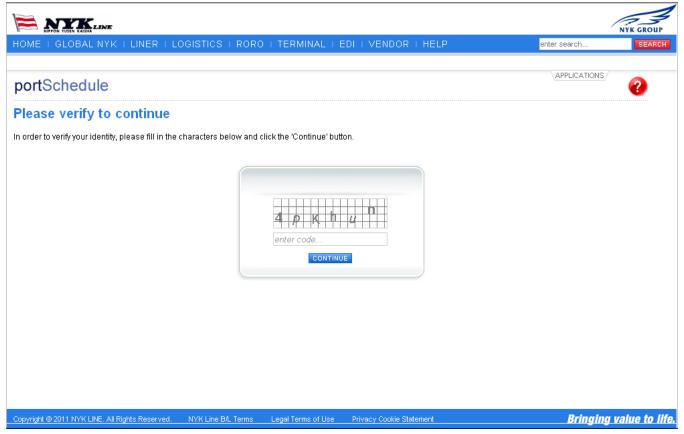


Image 34 - Port Search Security

- Enter the security text code as shown in the screen, and click on the CONTINUE button.
- If the user entered code does not match with the system generated security text code, an error message "Authentication has failed. Please enter the text exactly as displayed" would be displayed with a newly generated security text code.

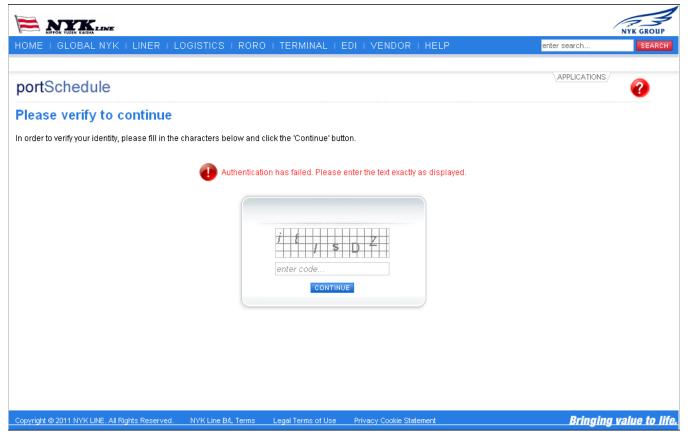


Image 35 - Port Search Security: Error message on Authentication Failure

- Enter the new security text code as show in the screen and click on the CONTINUE button. The system verifies the entered text with the security text code.
- Once the verification is confirmed, you will be navigated to the Port Schedule page with the results for the entered search criteria.

Note: Security text characters are not case sensitive.

No Port Search Match

If you choose to ignore the list of matching Port names and if no results are found for the text entered in the **PORT NAME** field, following page will be displayed as shown below. Clicking on **BACK TO SEARCH** button will navigate you to Global Home Page with **PORT** tab in the *Vessel Schedules* interface being focused.

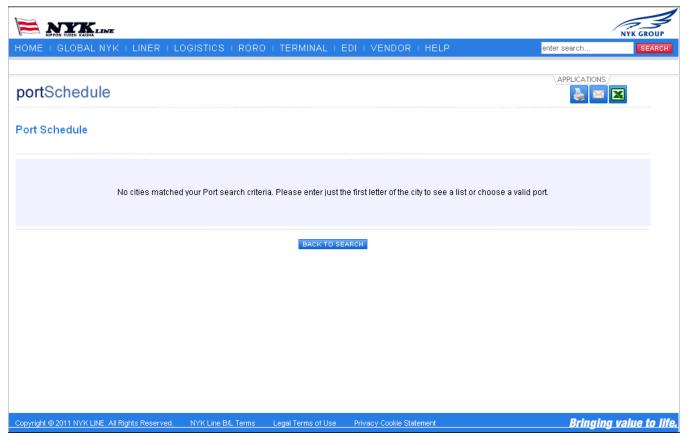


Image 36 - Port Search Result: No Port Search Match

Service Unavailable for Port Search

Service Unavailable message page would be displayed when the host system is unavailable. The following message will be displayed on the *Port Schedule* page notifying that Port Schedule application is currently unavailable:

"The NYK Port Schedule application is currently unavailable. Please try your request again later."

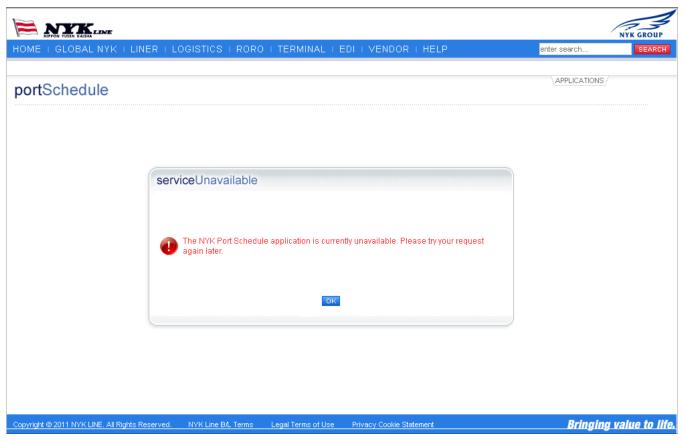


Image 37 - Port Search: Service Unavailable

Clicking on the **OK** button will navigate you to the *Global Home Page* with **PORT** tab in the *Vessel Schedules* interface being focused.

Appendix A

The following information pertains to the public pages which are accessible from **NYK's INTERNET BOOKING** application. Access to these pages is provided in the navigational bar at the top of the page.

Navigational Bar

The pictorial below shows what pages are behind each link or button presented on the top navigational bar:

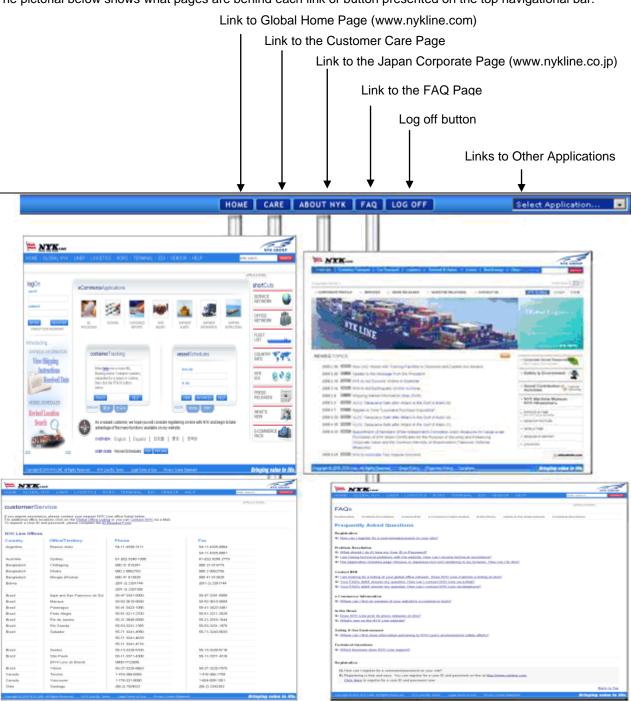


Image 38 - Navigational Bar

Home

You would be navigated to this page by selecting the **HOME** button from the Navigation Bar.

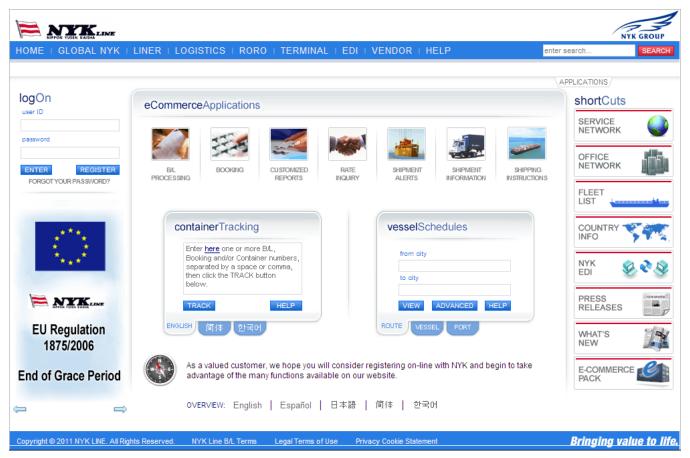


Image 39 - Home Page

Customer Service

You would be navigated to this page by selecting the **CARE** button from the Navigation Bar. This page provides NYK's customer service contact information, as well as a convenient link to NYK's Internet e-Mail help desks.

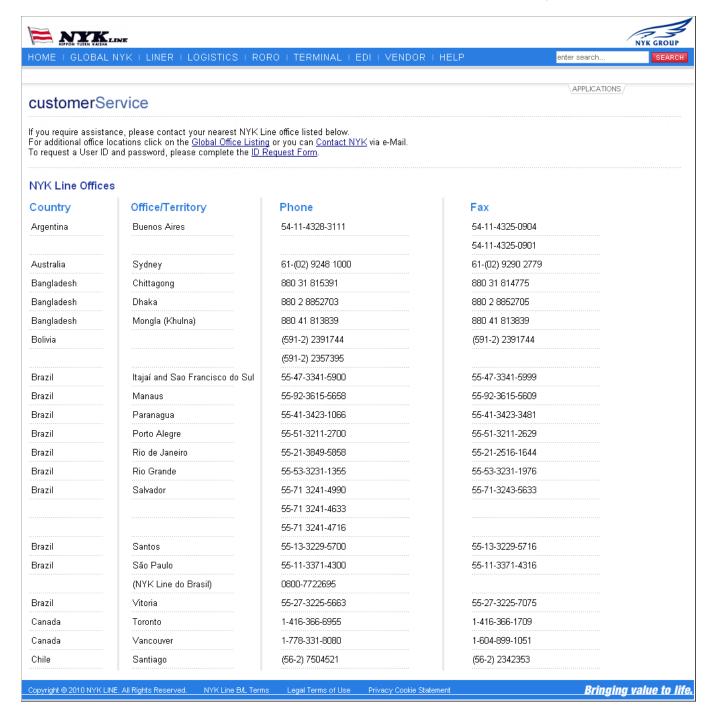


Image 40 – Customer Service

About NYK

You may be navigated to this page by selecting the ABOUT NYK button from the Global Navigation Bar.

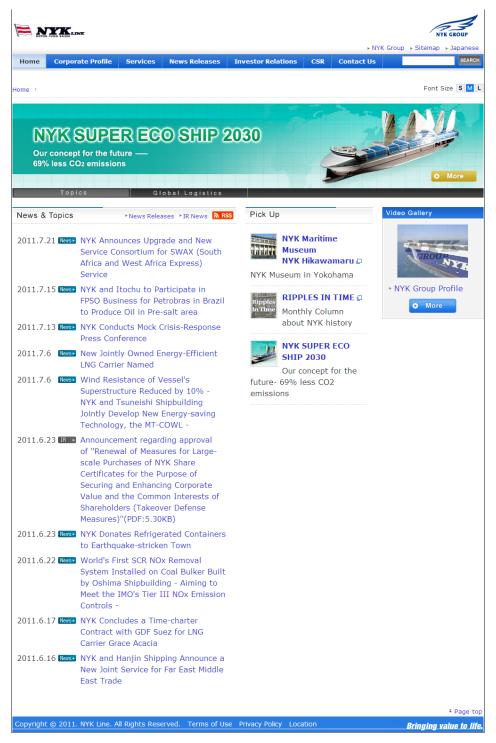


Image 41 – About NYK

FAQ's

You may be navigated to this page by selecting **FAQ** from the global navigation bar. You may be presented with a listing of frequently asked questions regarding topics such as Registration, Problem Resolution, etc. Click on the question that is of interest to you. The system will take you to the appropriate section on this page, or in some cases launch a new page in a separate browser window with the relevant information.

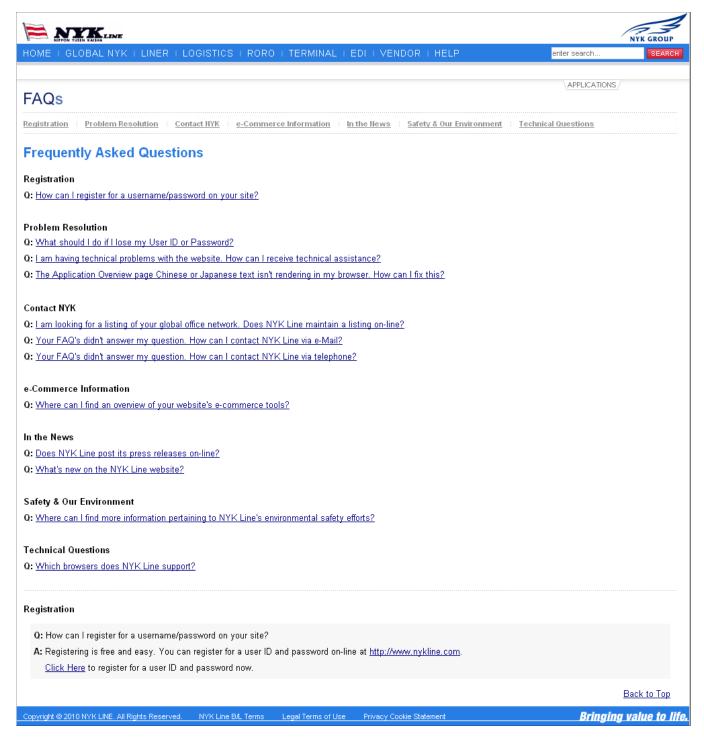


Image 42 – FAQ

Log Off

You may be navigated to this page by selecting the Log off button from the Global Navigation Bar.

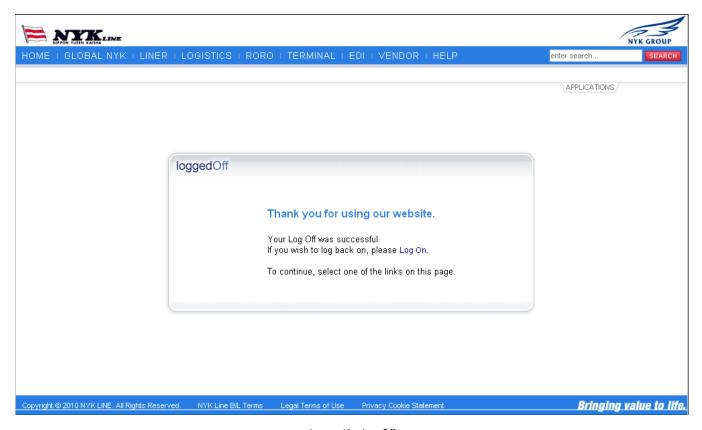


Image 43 – Log Off